

CHECKLIST OF REQUIRED HIRING DOCUMENTS

Applicant's Name:	SSN:	Personnel No:
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#	Document Description	Received
1	Employee Master Data Form	
2	Application, screened by DFA HR	
3	Hiring Freeze Approval Form / Justification Approval	
4	Applicant Selection Record	
5	KAS Listing	
6	Job Vacancy Request Report (JV-RR)	
7	Approved Reclass Request (if necessary)	
8	Special Entry Rate Approval	
9	Employment Eligibility Verification Form (I-9 Form) -- completed	
10	Photocopies of IDs used for I-9	
11	State and Federal tax forms	
12	Public Employees Retirement Membership Data Form / SSA Card Copy / Beneficiary Form	
13	Proof of Prior Service Form (if necessary)	
14	Selective Service Status Form	
15	Tax Obligation Policy Acknowledgment	
16	Drug-Free Workplace Policy Acknowledgment	
17	Direct Deposit Form & Voided Check (these can be copies)	
18	Mandatory Direct Deposit Notification	
19	Employee Disclosure/Certification/Employment of Family Members (F-3/F-4)	
20	Employee Disclosure Requirements/Restriction Notice (F-5/F-6)	
21	Employee Disclosure Requirements (Benefit from State Contract) (F-7)	
22	Disclosure Requirements (F-8)	
23	Authorization to Operate a State Vehicle (VSP-1) / Copy of Drivers License	
24	Authorization to Obtain Driving Records (non-resident) (VSP-2) / Copy of Drivers License	
25	Codes of Ethics (Attachment A)	
26	Criminal Background Check Consent Form / Result of Criminal Background Check	
27	AASIS Info Confidentiality and Security Agreement	
28	Information Technology User Consent Agreement	

#3-6 are not necessary when hiring extra help employees, unless transferring an extra help employee to a regular position.

#9-18 are not necessary with current DFA employees

#19-22 **must** be signed, dated and approved (by DFA Human Resource Manager if necessary) prior to employee's first day of work

If an emergency hire: Submit Emergency Hire approval, and omit #s 4-6 above.